

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA**

Notice of Position Vacancy

Announcement Number: 15-01  
Position Title: Law Clerk to U.S. Bankruptcy Judge (Full-time, Term position)  
Position Available: August 2015  
Closing Date: November 17, 2014 or until filled  
Location: Minneapolis, Minnesota  
Salary: \$61,436 - \$103,474 (based on qualifications)  
Tenure: Term not to exceed two (2) years.

This is a full-time, 40 hour per week position that may involve some travel (including overnight).

POSITION DEFINITION

The United States Bankruptcy Court for the District of Minnesota is recruiting a Term Law Clerk. A Law Clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court.

REPRESENTATIVE DUTIES INCLUDE:

Reviews complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;

Reviews dockets of pending litigation and monitors progress;

Screens motions and drafts orders for judge's review;

Performs legal research;

Identifies issues before the Court and makes recommendations;

Provides information to the judge in connection with pending litigation;

Drafts bench memos for the judge's consideration;

Proofreads orders and opinions, verifying citations;

Maintains liaison between the Court and litigants;

Communicates with counsel, court officials, and litigants regarding procedural requirements;

Keeps abreast of changes in the law and briefs the judge;

Assists the judge during courtroom proceedings;

Travels to attend conferences, hearings, and trials scheduled outside Minneapolis;

Shares in the administrative tasks of chambers; and

Performs other duties as assigned.

#### MINIMUM QUALIFICATION REQUIREMENTS:

- Graduate of a law school of recognized standing by the American Bar Association or the Association of American Law Schools; and,
- One or more of the following attributes:
  - Standing within the upper third of the law school class;
  - Experience on the editorial board of a law review; or
  - Demonstrated proficiency in legal studies, which in the opinion of the Court, is equivalent to one of the above.

#### PREFERRED QUALIFICATIONS:

- A strong academic background
- Excellent legal research skills and ability to communicate effectively, both orally and in writing
- Exceptional organizational, computer, computer-assisted legal research, and word processing skills
- Ability to maintain confidentiality, uphold the court's ethical rules and exhibit good judgment, maturity, dependability and responsibility
- Ability to work effectively and harmoniously with others in a team-based environment
- Ability to manage and prioritize time and tasks and meet all deadlines
- Previous experience as a federal law clerk or bankruptcy attorney is highly desirable

#### BACKGROUND CHECK:

This is a sensitive position within the Judiciary. The selected candidate will be required to undergo an FBI fingerprint check through the FBI Criminal Justice Information Services Division. Appointment to this position is provisional, and retention depends upon a favorable suitability determination based on the results of the fingerprint check.

#### BENEFITS:

- Optional participation in health and life insurance, long term care insurance, vision and dental insurance and pre-tax Flexible Spending Accounts (medical/commuter/child care expenses);
- Vacation, sick leave and 10 paid holidays per year; and
- On-site fitness center.

#### HOW TO APPLY

Applicants should email their resume and law school transcript in .pdf format to:

hr-usbc@mn.uscourts.gov. **PLEASE REFER TO ANNOUNCEMENT #15-01 IN YOUR EMAIL TRANSMITTAL.**

## SELECTION PROCESS

Applicant must be a U.S. citizen or eligible to work in the United States. Only the most qualified applicants will be invited for personal interviews. Only those selected to interview will be contacted. Interview and relocation expenses will not be reimbursed. Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), a list of references and a recent writing sample. No telephone calls please.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.

This position is subject to mandatory eft (electronic funds transfer) participation for payment of net pay.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.